

**Army AGR Vacancy Announcement  
Human Resource Office  
4794 General Manning, Bldg 442  
Boise, Idaho 83705-8112**

NGID-HRO-AGR

15 July 2012

SUBJECT: ANNOUNCEMENT NUMBER: **12-008**

1. Active Guard Reserve (AGR) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

<b>POSITION TITLE:</b>	<b>REC &amp; RET Officer</b>
<b>UNIT:</b>	<b>IDARNG REC &amp; RET</b>
<b>UIC:</b>	<b>W90PAA</b>
<b>DUTY LOCATION:</b>	<b>Boise, Idaho</b>
<b>AUTHORIZED GRADE:</b>	<b>O3 Only</b>
<b>DUTY SSI OR MOS:</b>	<b>Branch Immaterial</b>
<b>ELIGIBILITY:</b>	<b>Open to current Officers in the Idaho Army National Guard. Prefer those with successful Company Command background.</b>
<b>GENDER LIMITATION:</b>	<b>None</b>
<b>CLOSING DATE:</b>	<b>14 August 2012</b>

2. **EQUAL OPPORTUNITY:** The Idaho Army National Guard is an equal opportunity employer. Selection for positions will therefore be made on an equal opportunity basis, and not on non-merit factors.

3. The Idaho Army National Guard is a drug free workplace. Applicants must have negative drug screening results prior to selection.

4. Applicants must possess a valid State Motor Vehicles Operator permit.

5. **ANNOUNCEMENT INSTRUCTIONS:** The following is a complete list of documents required to accompany your application. Read carefully; provide all necessary documentation to support qualifications for this position. Perishable documentation should not be more than 30 days old as of the closing date this announcement, (ie PQR, RPAM, MEDPROS).

a. Applications will not be accepted in binders or document protectors.

b. AGR Application Checklist on top of the application (refer to page 7). Documents must be organized in this manner.

c. NGB Form 34-1. <http://inghro.state.id.us/new/jobs/ngb34-1.pdf>

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d. MEDPROS Individual Medical Readiness Record. MEDPROS IMR Record can be obtained by accessing your AKO / My Medical / My Medical readiness / View Detailed Information / IMR record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted.

e. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last 2 Record tests, most current test not older than 12 months. A statement explanation of the absence of record test will be accepted. (Include DA 3349 if precluded from standard 3 event test.)

f. Certified Height/Weight or DA 5500/DA 5501 not older than 30 days from the close date of this announcement.

g. DA 2-1 and/or ORB.

h. Previous 5 DA 67-9 (Officer Evaluation Report).

i. DA Photograph in Class A uniform, taken within 12 months (snapshot acceptable).

j. Retirement Point Accounting Management (RPAM).

k. Current Personnel Qualification Record (PQR).

l. Copy of current Idaho Drivers License and military driver's license (if applicable).

m. Documentation supporting applicant's qualifications (i.e. resume).

n. All applicants must have or be able to obtain a secret security clearance (this is a condition of employment).

o. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

6. Incomplete applicant packets will be returned to the soldier without action. Application packets must arrive at: **NGID-HRO-AGR, ATTN: SSG Jacqueline White, 4794 General Manning Ave, Bldg 442, Boise, ID 83705-8112, no later than 1630 hours on the closing date specified in this announcement.** Mailing of application packets using military postage is prohibited.

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7. Acceptance of an AGR position may have an effect on Selected Reserve Incentive Programs, to include Bonus payments and/or Student Loan Repayment Program. This will not affect Montgomery GI Bill eligibility. Please check with the incentives branch to receive information on how an AGR position would affect you individually.

8. Subject to availability of funds; Permanent Change of Station (PCS) allowance is authorized for incumbents residing outside normal commuting distance as stated by USPFO PAM 37-106.

9. POC for further information is MSG John Vanhorn at DSN 422-4215/COM 208-272-4215 or [john.vanhorn@us.army.mil](mailto:john.vanhorn@us.army.mil)

//signed//  
JOHN L. VANHORN  
MSG, IDARNG  
Army AGR Manager

## **Officer Strength Manager (OSM/WOSM)**

### **Scope and Duties**

The OSM serves as the primary Officer/Warrant Officer recruiter and retainer for the State. He/she is responsible for achieving the annual Officer/Warrant Officer mission assigned by NGB, the State of Idaho and the RRB. An OSM/WOSM is expected to perform a three tenant mission; recruiting, retention, and attrition management. Personnel performing this duty will often perform duties using a non-standard duty day, weekends, and long hours. TDY is frequent to locations both within and outside of the state. To become qualified, an OSM/WOSM must complete the two week OSM Course at the Strength Maintenance Training Center, NGPEC.

OSM/WOSM duties include the following:

- a. Develop an annual officer SM Plan to include AMEDD, Chaplain, JAG, Warrant Officer, and Basic Branch officers.
- b. Coordinate with the G1, RRC, Officer Personnel Manager and other senior leaders and commanders as directed to develop officer procurement priorities.
- c. Schedule appointments and conduct sales interviews to obtain accessions and re-sale interviews.
- d. Counsel applicants on test results (mental and physical), contracts, service obligations, incentives and benefits, training requirements and disqualification update record.
- e. Conduct interviews with Soldiers, family members, employers and other key individuals to determine the effectiveness of current policies, unit training, ARNG benefit programs and other initiatives.
- f. Assist the Regional Training Institute (RTI) with the development of an effective OCS/WOCS recruiting program.
- g. Establish liaison with State ROTC programs and assigned Associate Professors of Military Science (APMS).
- h. Develop recruiting programs and materials to increase the number of ROTC graduates/candidates that join the ARNG.
- i. Utilize ARISS and Recruiter Zone IAW prescribed guidance from NGB.
- j. Identify qualified candidates for OCS & WOCS to fill valid vacancies.
- k. Practice targeted recruiting efforts to ensure Officer and Warrant Officer positions receive the most qualified applicants.
- l. Ensure that applications for appointment are complete and submitted IAW guidance provided by Department of the Army and NGB.
- m. Facilitate officer transfers into and out of the state and from the Active Duty. Ensure that officer and warrant officer vacancies are visible on AUVS.
- n. Work with commanders to ensure that effective officer sponsorship and retention programs are in place.
- o. Coordinate with the Officer Personnel Section and Standard Installation/Division Personnel System (SIDPERS) to develop and provide statistical data on officer recruiting and retention to the RRC.
- p. Actively recruit qualified officers assigned to the IRR, to include all military services.
- r. Travel to IDARNG units, active duty installations, and training sites as needed to recruit and retain quality and qualified leads, applicants, and candidates.

## **AGR Application Checklist**

<b>Name:</b>	<b>SSN:</b>	REC & RET Officer	
<b>Position #</b> 12-008	Location: Boise, ID		
<b>Phone number to be reached at for interview:</b>			
<b>Email address (if deployed):</b>			
<b>Required Documents</b>	<b>Yes</b>	<b>No</b>	<b>Date</b>
<b>1. This Checklist</b>			
<b>2. NGB Form 34-1(Dated October 2002)</b> <i>(Must be signed by applicant)</i>			
<b>3. MEDPROS - Individual Medical Readiness Record</b>			
<b>A. Chapter 3 Physical (not more than 5 years old) or PHA within one year</b>			
<b>B. HIV Test (not be more than 5 years old).</b>			
<b>4. DA Form 705 (Army Physical Fitness Score Card)</b>			
<b>A. Must show minimum of last 2 record tests, most current test not older than 12 Months. A Statement explaining the absence of record tests will be Accepted. (Included DA 3349 if precluded from standard 3 event test)</b>			
<b>5. Certified Statement of Height and Weight or DA 5500 / DA 5501</b>			
<b>A. Must not be older than 30 days.</b>			
<b>6. DA 2-1 Personnel Qualification Record and/or DA 4037 (Officer Record Brief)</b>			
<b>7. Previous 5 DA 67-9, Officer Evaluation Report</b>			
<b>8. DA Photograph in Class A uniform (Snapshot ok, Not older than 12 months)</b>			
<b>9. RPAM (Retirement Point Accounting Management) if current member of ARNG</b>			
<b>10. Personnel Qualification Report (PQR Part B) (GPVS 1790)</b>			
<b>11. Copy of State Motor Vehicles Operator Permit and Military Drivers license</b>			
<b>12. Documentation supporting applicant's qualifications (Resume) optional</b>			
<b>13. Security Clearance (if required)</b>			